

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Permit Technician

Revision Date: 07/2013  
EEO Code: Technician  
Status: Non-exempt  
Control No: 30666

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Chief Building Official performs clerk, public relations, building and safety and code enforcement functions which may include: building and safety support and information dissemination for building permit applications, permit issuance, plan reviews, planning and engineering site plan reviews, statistical research, maintain permit inspection files and plans and permanent records, directs complaints to correct departments and schedules inspections.

III. Essential Duties:

- Answer phone calls, receive applications, issue permits and direct people to individuals or departments for additional assistance as necessary. Verify that applications and project information provided is complete and acceptable. Determine level of review needed. Calculate fees for plumbing, electrical and mechanical permits; calculate fees for state surcharge.
- Communicate with permit applicants and other City staff using appropriate terminology, recognize occupancy group classifications and types of construction.
- Schedule inspections and coordinate with inspectors and contractors. Coordinate permit approvals and issue Certificate of Occupancy.
- Coordinate inspections, final approvals with utility companies and other city departments.
- Make new files for all new homes, miscellaneous reports, commercial projects and City reports.
- Prepare a month-end inspection report, other statistical reports, etc.
- File field inspection reports and all other related documents. Track permit status.
- Receive and respond to complaints of contractors and /or public and direct complaints to the correct persons or department who may assist them.
- Type various office correspondence, memoranda and other documents using word processing equipment.
- Coordinate handouts and information disseminated to the public concerning building permit process and code enforcement. May compose documents for general instructions.
- File plans and permit records in an appropriate manner and retain for the period required and ensure they are available as needed.

IV. Marginal Duties:

- Call Utah Power and Light for power on new homes.
- Perform other duties as assigned.

V. Qualifications:

**Education/Experience:** Requires four years work experience in secretarial, customer service, or business related activities. Experience in local government helpful. May substitute any equivalent combination of related education and experience.

**Certifications/Licenses:** Requires a valid Utah Driver's License and must pass ICC Permit Technician Certification test within two years of hire date.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary and arithmetic; principles of public relations; clerical and general office practices, procedures, personal computer and programs and equipment; building department practices, local government operation and structures; and use of engineering and architectural scales.

**Responsibility for:** Responsibility for the care, condition and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease.

**Communication Skills:** Ability to communicate relevant information to the public regarding City ordinances, building and code enforcement division procedures and the general overall development plan and process; ability to communicate effectively verbally and in writing; ability to communicate effectively at the counter and over the phone with City employees, citizens, developers and contractors furnishing and obtaining information; ability to work effectively with upset customers; maintain and improve the City's public image.

**Tool, Machine, Equipment Operation:** Requires regular use of office equipment including a personal computer, UNIX Software, printer, copier, fax machine, adding machine, typewriter and telephone system.

**Analytical Ability:** To apply the general principles of the building department effectively; basic skills in typing, data entry and word processing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to moderate exposure to deadlines; work procedures are established and refer only unusual cases to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_